

964212/06/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: CHIEF OF STAFF/ MAYOR'S OFFICE (NON-CLASSIFIED)**

**DEFINITION**

Under Mayor's general direction, to manage, coordinate and oversee the staff, operations and programs of the Mayor's office; to implement the Mayor's goals and objectives; to serve as liaison between the Mayor and the community; to conduct intergovernmental affairs activities on behalf of the Mayor and to liaise with other elected official's staff members; to oversee the development of the international strategic plan and international relations activities; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The incumbent shall be appointed "at-will" and exempt from classified service and serve at the pleasure of the Mayor. Incumbents in this class perform confidential and complex managerial duties for the Mayor. Work involves the highest degree of independent judgement, requiring a thorough knowledge of City procedures and policies and the ability to choose the best resolution among several alternatives in performing a variety of assignments without instruction and in scheduling and completing work.

**REPORTS TO:** Mayor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Mayor. Exercises management and supervision over Mayor's other staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Manage, coordinate and oversee the operations, programs and staff of the Mayor's office; provide the Mayor's staff and the Mayor with timely information, analyses, assistance and recommendations regarding programs' effectiveness.
- Develop and administer programs and activities and oversee the Mayor's goals and objectives; monitor economic development, quality of life and inclusive community issues.
- Perform community relations activities and represent the Mayor and the City at community events and activities as appropriate.
- Oversee the development of the international strategic plan and international relations activities that further develop the economic, educational and cultural promise of internationalism.
- Respond to and refer citizen issues, concerns and complaints on a wide variety of subject matters.
- Attend and participate in professional and community group meetings; stay abreast of local issues and business trends.
- Provide staff assistance to the Mayor; prepare and present staff reports and other necessary correspondence.
- Develop and monitor the Mayor's office budget.
- Represent the Mayor on various committees as assigned.

## QUALIFICATIONS

### Knowledge of:

- Managerial practices and techniques.
- Federal, state and local government organization.
- Principles and practices of public administration.
- Principles of municipal budget preparation and control.
- Pertinent federal, state and local laws, rules and policies regarding local government operations.
- Research methods, techniques and report presentation.
- Personal computer operation and applications including word processing, database and spread sheets.

### Ability to:

- Effectively manage and supervise staff.
- Coordinate a variety of activities with other divisions, departments and outside agencies.
- Analyze and interpret federal and state legislation and prepare recommendations.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.
- Effectively deal with the public in responding to inquiries and resolving or referring complaints; promote good public relations.
- Analyze situations carefully and adopt effective courses of action.
- Interpret and apply administrative and departmental policies, laws and rules.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and applicable software programs.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration, political science or a related field.

Experience: Three to five years professional experience including management or supervisory experience, analysis of legislation, and participation in a variety of business/community oriented special projects and activities. A Master's Degree may be substituted for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Chief of Staff/Mayor's Office

**TO:**